

Agenda
MEETING OF THE
MEAD PUBLIC LIBRARY
BOARD OF TRUSTEES
October 27, 2011
3:45 p.m.
Rocca Meeting Room

- I. CALL TO ORDER AND DETERMINATION OF QUORUM – Maeve Quinn.
- II. PLEDGE OF ALLEGIANCE.
- III. PUBLIC COMMENT [Limited to five persons @ five minutes per person]. (Please sign in prior to meeting)
- IV. APPROVAL OF MINUTES – Meeting of September 22. (Attached)
- V. CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REFERRALS.
- VI. LETTER RECOGNIZING THE FRIENDS OF MEAD PUBLIC LIBRARY. (Attached as Agenda packet item #6)
- VII. COMMITTEE REPORTS:
 - A. Finance Committee – Henry Nelson, Chair:
 1. Report of October 27 meeting.
 2. Review and possible action on 2012 budget development.
 3. Review and possible action on commitment to participate in the 3M Cloud Library ebook service via the Early Adopter Program. (Proposal attached as Agenda packet item #7-A-3)
 4. Review and possible action on adjusting the Library salary schedule to match City of Sheboygan Schedule A, requiring a 3% increase from the current Library schedule, with no associated general salary increase for Library employees. (Proposed Library salary schedule attached as Agenda item #7-A-4)
 5. Review and possible action on revising the existing Library performance appraisal system to include lump sum merit bonuses for Library staff members compensated at the maximum of the applicable salary for their positions in concert with the new City of Sheboygan pay system, and recommending use of fund equity forwarded for this purpose in 2012.

To request a sign language interpreter for this meeting call 920-459-3414 via the Wisconsin Relay Service (800-947-3529) at least 3 weekdays in advance of the meeting and ask for Kathy Meyer or Sharon Winkle. Persons with disabilities who need other accommodations to attend the meeting should contact Kathy Meyer (459-3400 ext. 3411) or Sharon Winkle (459-3400 ext. 3414) at least 3 weekdays in advance.

6. Review and possible action on the proposed 2012 Resource Library Agreement with Eastern Shores Library System. (Attached as Agenda packet item #7-A-6)

B. Financial Report:

1. Review and approve payment of current expenditures, including payroll and recurring expenditures – Henry Nelson/designee. (Vouchers with invoices and payroll reports available at meeting)
2. Receive monthly 2011 budget status report to date. (Available at meeting)
3. Approve line item transfers, budget amendments.
4. Report of gifts received.

C. Human Resources Committee – Marilyn Montemayor, Chair:

1. Report of October 13 meeting.
2. Review and possible action on the draft Office Assistant position description. (Attached as Agenda packet item #7-C-2)
3. Review and possible action on the adoption of benefit changes for Library employees in concert with recent changes to City of Sheboygan Non-Represented Employee benefits. (See comparison chart and Library Director recommendations at Agenda packet items #7-C-3)
4. Review and possible action on adjusting the Library salary schedule to match City of Sheboygan Schedule A, requiring a 3% increase from the current Library schedule, with no associated general salary increase for Library employees. (Proposed Library salary schedule attached as Agenda item #7-A-4 above)
5. Review and possible action on integrating the new City of Sheboygan performance appraisal method with the existing Library system by replacing the current self-assessment section/points in the Library form with the City of Sheboygan goals component, including consideration of the mid-point wage/salary. (Library and City of Sheboygan performance appraisal forms attached as Agenda packet items #7-C-5)
6. Review and possible action on revising the existing Library performance appraisal system to provide the only opportunity for wage/salary increases (via merit), including lump sum merit bonuses for Library staff members compensated at the maximum of the applicable salary for their positions.

D. Information Technology Committee, Chad Stauber Soik, Chair:

1. Report of October 18 meeting.
2. Review and possible action on commitment to participate in the 3M Cloud Library Early Adopter pricing program. (Early Adopter proposal attached as Agenda packet item #7-A-3 above)

VIII. DIRECTOR'S REPORT:

- A. Recognition of gift in honor of retired library employee Bernice Busse.
- B. Report of exclusion from Mead Public Library.

IX. LIAISON REPORTS:

- A. Eastern Shores Library System (ESLS) – Henry Nelson.
- B. Mead Public Library Foundation – Maeve Quinn.
- C. Friends of Mead Public Library – Sharon Winkle.

X. ADJOURNMENT.